Department of Justice **Gambling Control Division**



TAP Instructions for Gambling Operators

Applications & Account Management

Taxpayer Access Point



Montana Department of Revenue



Welcome to Taxpayer Access Point (TAP)



File a Return

- Retrieve a Saved Return
- · Make a Payment
- · Where's My Refund
- · Add Power of Attorney
- *NEW* Verify Return



- · Add Power of Attorney
- Request Account ID
- · File PT-AGR
- File PT-STM
- · Tax Certificate Application
- · *NEW* File Upload





- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- · Quick Claim Letter
- · What You Will Need

- Water	Liquor
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- · Liquor Pricing Calculators
- · License Search
- · Retrieve a Saved Application
- · Beer/Wine Label Search
- · Temporary Authority Search

SIGN UP FOR ACCOUNT ACCESS

- Who Can Use TAP Login Access?
- · DOR Individual, Business, Liquor
- · DOJ Gambling Control Division



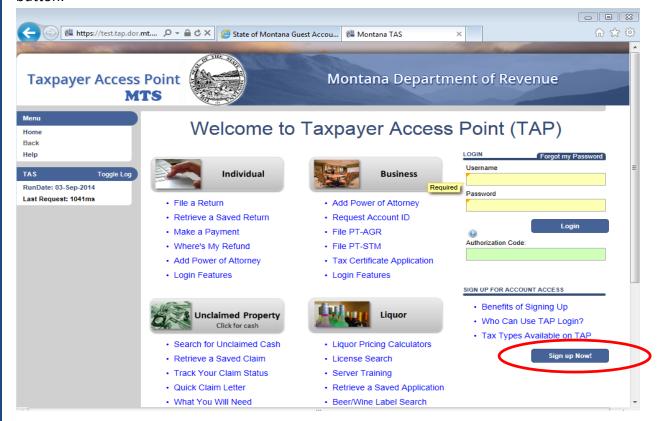
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Creating an Account

The following link can be used to access TAP, https://tap.dor.mt.gov/.

If you have not accessed TAP before, you will see the following page and can click on the "Sign up Now!" button.



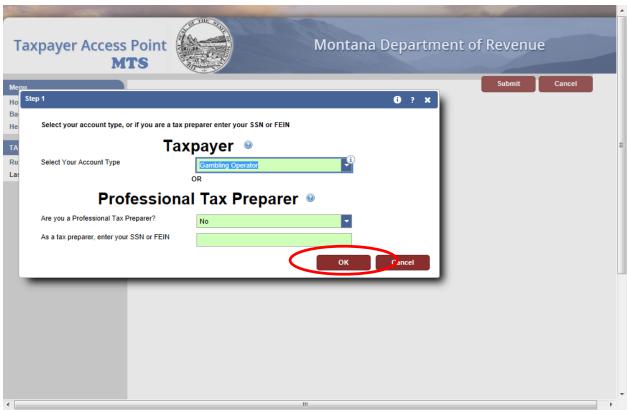
Click on "Select Account Type" link.



Choose an account type.



Click on "OK."



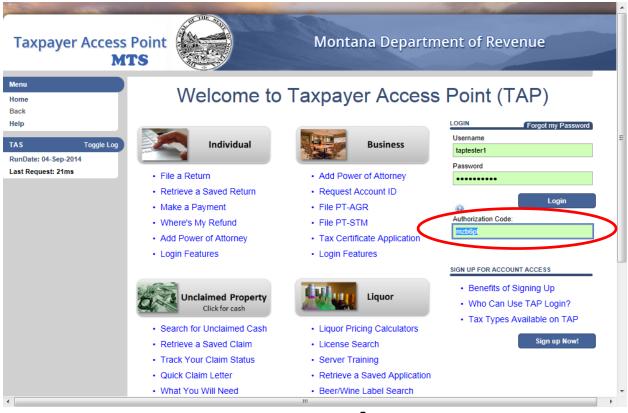
Select the "Business Account Registration" link.



Enter the GOA or ONP account ID and Zip Code and click "OK."

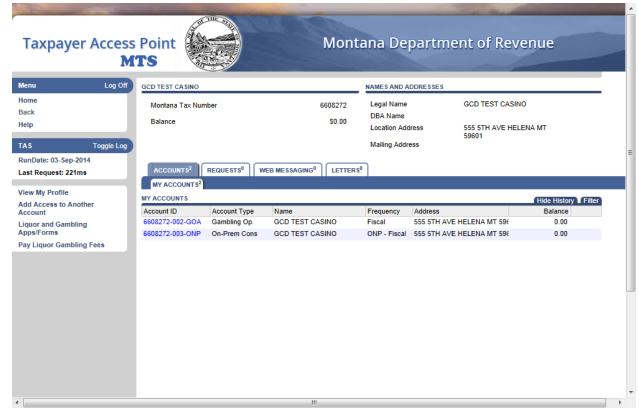


From this point it will want the profile to be completed and it will create a new account. You will be emailed an authorization code you will need to use the first time you log in.



Combined Applications

Once logged in, you will see the following listing of accounts and information.



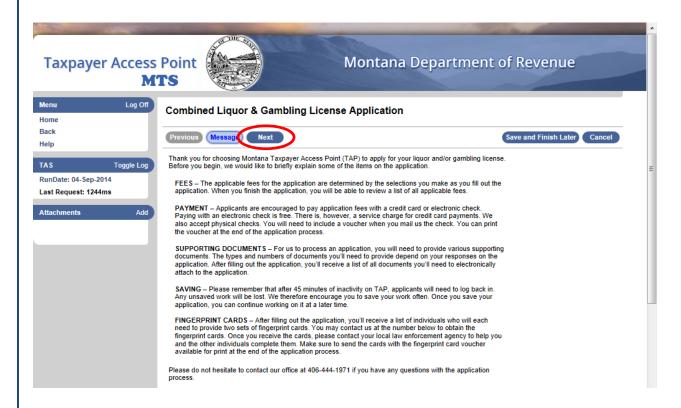
On the left hand side, there are different options to choose from. If you would like to apply for a new liquor and/or gambling license or make changes to the existing license, click on "Liquor and Gambling Apps/Forms."



For Category, choose "Retail" in the drop down. For Application, you can choose the Form 5 Liquor/Gambling License Application as shown below or the Form 37 or 39. Click continue when you have made your choice.



You will be taken to the start of the application. Read the information on the first page of the application and choose "Next."

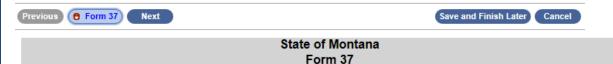


Continue completing the application and attach the corresponding documentation on the attachments page. Complete the declaration and authorization statement and submit for processing. Should you have any questions regarding this process or need assistance call Gambling Control Division at (406) 444-1971.

Short Forms

Also available is the Form 37 and Form 39 to choose from the application drop down.

Short Form 37



Liquor and Gambling Short Form

- Change in ownership due to the death of a licensee and a transfer of ownership interest to an estate, or a joint tenant with right of survivorship
- Transfer of interest resulting from divorce if the spouse to whom the interest is transferred is already identified as an owner of the license
- Transfer of ownership resulting from a foreclosure

The use of this short application is limited to:

- Transfer of ownership by gifting if the person to whom the interest is transferred is already identified as an owner of the license
- Transfer of ownership by sale if the person to whom the interest is sold is already identified as an owner of the license

In addition, transfers under any of the above circumstances must be to a person already disclosed in a liquor only or combined application owning at least 10% of the license.

NOTE: An ownership interest in a licensed gambling and/or liquor operation may not be transferred to a complete stranger to the license (someone not already listed and approved as an owner) unless a new Alcoholic Beverage/Gambling Operator Combined License Application (Form 5) reflecting the proposed transfer is sent to and approved by the divisions.

Click here for a checklist of the documents and information that will be required for each transaction type.

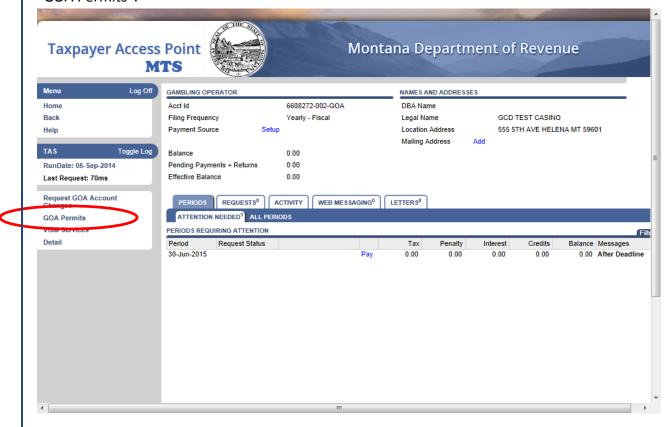
Check the Appropriate Box to Designate the Purpose of this Application					
Death of Required		Divorce among l		Sale among Licensees	
Explain briefly the rea	son for this appli	cation:			
			Fe	ees	
Processing Fee: \$200 f	or Foreclosure O	NLY			
Fingerprint Fee:\$27.25	per set (two) whe	n required. (Se	e individual trans	action type.)	
			General I	nformation	
Is this change for	a Gambling Only lice	ense? Yes	No		
ONP Account ID:					
GOA Account ID:					
FEIN	**-***2913	Liquor Licer	nse No.		
Name of Licensee					
Business/Trade Nan	ne				
Business Phone		Cell Phone		Email Address	
Address of Licensed Premises Mailing Address Mailing Address is the same as the Business Address					
Street Address				Street Address	Address

GOA Permits

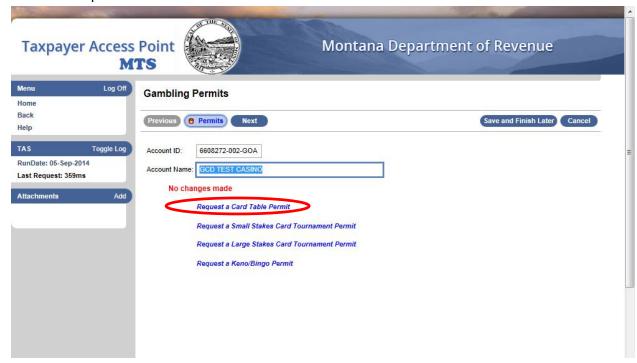
It is possible to apply for Special Permits and perform account maintenance on the TAP Accounts. From the home page click on the account ID in blue for the account you wish to submit a request for.



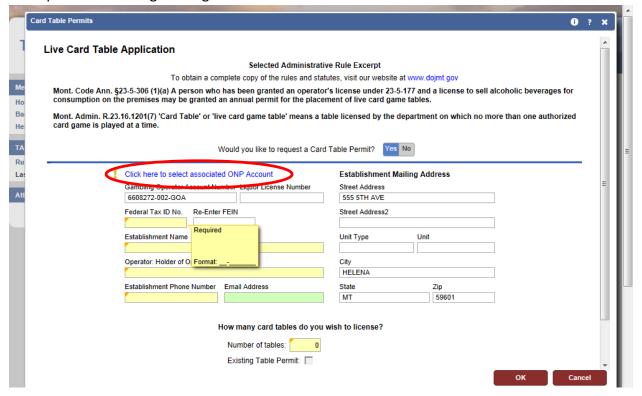
On the left hand side you will see where you can request account changes, permits, or VGM services. Click on "GOA Permits".



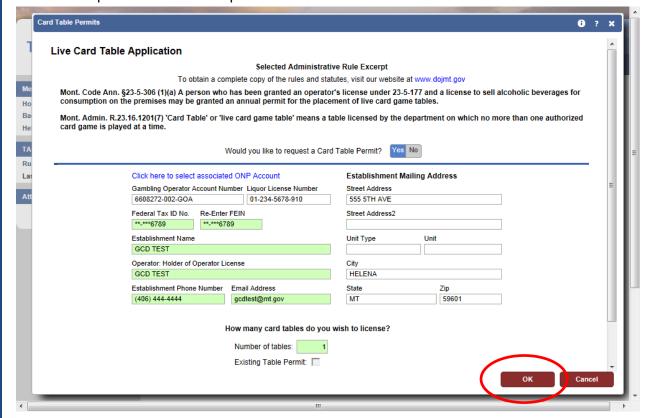
Choose "Request a Card Table Permit".



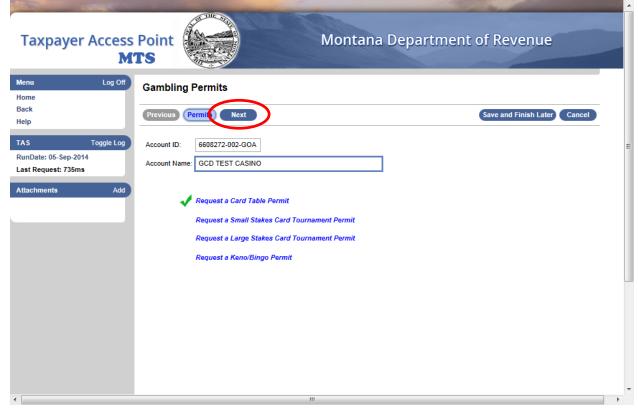
If you choose "Yes," the following fields are required to complete. Note: You must select the ONP account for the liquor license the gambling license is associated with.



Once the required fields are completed and an ONP account is entered click ok.



The next screen will show what permit is being requested and it can either be submitted or saved to be submitted at a later date. Click on "Next."



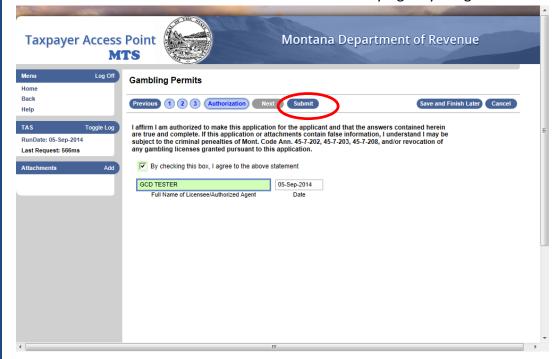
The fee owed for this permit is shown on the next page or if multiple permits are requested at the same time the name of each permit and permit fee and total of all will be displayed. Click on "Next" again.



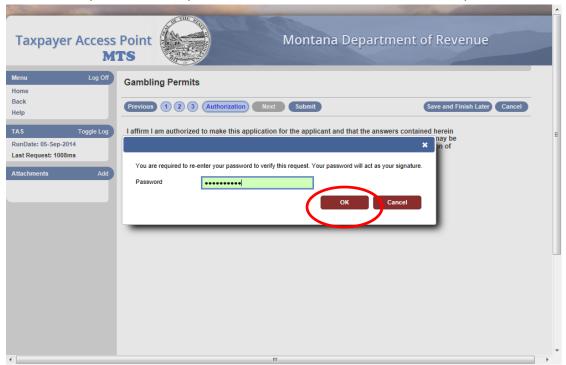
If any attachments are required the next screen will give you an opportunity to attach any documents needing to be submitted. Click on "Next" again once all required documents are attached.



Read the disclosure and check the box and electronically sign if you agree and choose "Submit."



The account password is required to be submitted. Enter the account password and click "OK."



Once the request is submitted to the Division, you must pay the permit fees online (if there are fees due for the permit requested). Click on "Proceed to Pay Online". The steps can be followed for each permit available for online submittal.

Account Changes

You can also choose to submit changes to your GOA account by choosing "Request GOA Account Changes" on the list.



Below is a list of documents or changes available for request and submittal.

